

1. Introduction to the Workplace Travel Grant

A limited amount of capital funding is available as grant support to businesses, public and voluntary sector organisations towards the cost of workplace sustainable transport improvements.

Eligible businesses must be located within the Nottinghamshire County Council administrative boundary (although if your business is located within Nottingham City you may be eligible to apply for a grant from Nottingham City Council via their Workplace Travel Service (workplacetravelservice@nottinghamcity.gov.uk)).

This document has information relating to the Workplace Travel Grant, the application form, and the 'terms and conditions' of the grant.

2. Eligible grant funding via the Workplace Travel Grant

Support could include one or a combination of the following:

Cycling and Walking

- Site access improvements for walking and cycling e.g. entrance improvements, lighting of pedestrian routes within the site (installation only, not maintenance/running costs)
- Installation of cycle parking and shelters (including CCTV and lighting for shelters)
- Shower/changing/drying units
- Pool bikes (including electric pool bikes).

Ultra-Low Emission Vehicle (ULEV)

- Electric car club/pool cars supportive infrastructure e.g. signs, markings, bollards
- Electric vehicle (EV) charge points either wall mounted or floor standing - with or without tethered cables, slow, fast or AC/DC rapid charge points (must meet minimum technical standard, see additional guidance). This can include:
 - Installation of charge points – including grid connection, ground works and concrete base and crash barriers (if required)
 - Signage (purchase and installation) associated with the charge point/s
 - Bay marking associated with the charging bay/s
 - Bollards or guards required to protect the charge point/s from damage, e.g. from reversing vehicles
 - Charging cables – where charge points do not have a tethered cable (Max. 3). We will not fund 3-Pin plug cables. We will fund 'Type 1 (Mode 3)' or 'Type 2 (Mode 3)' cables.
 - Setting up a back-office connection to the Chargepoint Management System, including RFID cards/access devices (please see Annex 1 below)
 - 3-year warranty
 - 1-year data costs (3 years required).

The Workplace Travel Grant is not available to support the following items:

- Laptops or computers
- Video and teleconferencing equipment
- Funding to purchase/lease cars, vans or minibuses
- Maintenance of travel infrastructure purchased through the grant scheme
- Utilities packages associated with travel infrastructure purchased through the grant scheme e.g. line rental and data package for real-time, electricity bills
- Liftshare private network licence renewals
- Ongoing staffing to support sustainable travel measures e.g. security, car park attendants.

3. Terms and Conditions

a) Application Form

- All applicants must fully complete part 1 and 2 of the application form, any failure to do so may result in your application being unsuccessful
- The applicant must have the authority to apply for the Workplace Travel Grant on behalf of the organisation applying for a Workplace Travel Grant.

b) Grant Award

- An application does not presume success and all applications will be evaluated against criteria detailed in section 5 below. Neither does completing the application form constitute a financial agreement nor is it a guarantee that Nottinghamshire County Council will award in whole or in part the amount applied for
- The maximum amount, up to £25,000 can be awarded per organisation (business, public or voluntary sector) for the purpose of providing financial help towards provision of workplace travel projects
- Only one grant allocation will be made per organisation in any financial year (subject to State Aid and De Minimis). Another application is permissible after that year, although the maximum amount awarded in any 3-year period will be £25,000. Priority may be given to organisations which have not received a grant in previous years
- Businesses may be required to contribute up to 25% match funding
- To benefit from financial support, employers are required to undertake sitewide staff travel surveys (one before and one after intervention). Both surveys must have a minimum of 50% completion rate to be eligible for the funds
- The grant can only be used for workplace sustainable transport projects that help reduce congestion, improve air quality and reduce carbon emissions
- By accepting the grant, the organisation will thereby certify that to the best of their knowledge, information and belief the information given to Nottinghamshire County Council relating to themselves, the company and its business is true and accurate and that all relevant material, facts and information have been disclosed.

c) Quotations

- Applications require three quotes to demonstrate value for money to the Council
- When requesting quotes for charging points please use the Office of Low Emissions Vehicle (OLEV) approved supplier list available here: <https://www.gov.uk/government/publications/workplace-charging-scheme-approved-chargepoint-list>.

d) Infrastructure

- The contract for the infrastructure work will be between your organisation and the company you commission to carry out that work. You will be able to claim back the net costs for the works from Nottinghamshire County Council up to the amount awarded in your grant offer. Nottinghamshire County Council is not able to repay any costs incurred due to VAT
- Installation of infrastructure must be completed within 6 months of grant award. If the installation is not likely to be completed within 6 months, please contact Nottinghamshire County Council travelchoice@nottscc.gov.uk to discuss this further
- The infrastructure installed must be maintained in a serviceable condition and are available for use for at least three years, from the point of first installation. Failure may result in the grant being reclaimed.

e) Electric Vehicle charge points

- Charge points must comply with the standards set out within minimum technical specification for electric vehicle charging points. Guidance can be found here: <https://www.gov.uk/government/publications/workplace-charging-scheme-minimum-technical-specification>
- All charge point sockets will have a minimum of a 3kw supply and an accessible parking space for each socket

- The business/ organisation is responsible for paying the costs associated with electricity usage for the charge point as well as any back office and maintenance costs associated with the charge point

f) Evidence

- Grants will be paid in arrears on production of the required invoice(s). The applicant should invoice Nottinghamshire County Council for payment up to the amount of grant awarded and send all invoices to travelchoice@nottsccl.gov.uk
- Evidence of project completion should be submitted including photographs of before, during and after implementation
- Organisations are required to undertake a staff travel survey 12 months post grant award to evaluate the use and effectiveness of the infrastructure and/or goods
- Nottinghamshire County Council will run audit checks, including right to inspect, and if any claim is found to be false, payment will be refused, or any amounts improperly claimed will have to be repaid
- Nottinghamshire County Council reserves the right to seek further information or documentary evidence from relevant parties in support of any individual claim

g) Your Business/Organisation

- All addresses/postcodes specified are commercial addresses/ postcodes and that I own the property or have consent from the landlord for recharging unit(s) to be installed at each of the sites listed. If asked, I can provide evidence that my organisation has use of the facilities through a formal agreement with a third party
- The Directors undertake that the company will comply with all relevant statutory requirements (including but not limited to the Companies Acts, current Employment and current Health and Safety legislation) at all times during the period that the Workplace Travel Grant funded infrastructure is in use
- The company and its Directors undertake to notify the Council within seven days of any intended change of address of the company's business
- If the operating base of the company's business relocates outside the administrative boundary of Nottinghamshire, within a period of three years from completion of the works, the grant will become repayable in full forthwith and, to the extent that it remains unpaid, will thereafter attract interest at the undiscounted rate.

4. Grant Evaluation

- Grant awards will be evaluated by the Transport Planning & Programme Development team at Nottinghamshire County Council
- We may ask that your project is used as an exemplar for workplace travel projects and Nottinghamshire County Council and/or the Department for Transport reserves the right to publicise and promote your project
- You will be notified of the outcome of your application within 30 days of the Council receiving it (whenever possible).

5. Award Criteria

- To benefit from financial support, employers are required to complete a sitewide travel survey with their employees to identify current travel behaviour and help understand what the most effective travel solutions are for your business or organisation
- Once the travel survey has been undertaken, the support available will vary based on the results of the survey, size, and location of the business, the sustainable transport measures and infrastructure already in place at the employment site
- The criteria will vary depending on the amount of funding your business is applying for as set out in the table overleaf.

| | Up to £10k | Between £10k and £15k | Up to £25k |
|---|--|--|--|
| Promotion and information | <ul style="list-style-type: none"> - Currently provide information to employees about walking, cycling, public transport and car sharing options to access workplace - Promotion of national campaigns (e.g. bike week, walk week, liftshare week) | <ul style="list-style-type: none"> - Currently provide information to employees about walking, cycling, public transport and car sharing options to access workplace - Promotion of national campaigns (e.g. bike week, walk week, liftshare week) | <ul style="list-style-type: none"> - Currently provide information to employees about walking, cycling, public transport and car sharing options to access workplace - Introduced incentives to travel sustainably and reduce the need to travel (guaranteed ride home policy (if car share partner has to leave in an emergency), flexible working arrangements, pool bikes for work related journeys, public transport tickets for work related journeys, salary sacrifice schemes (e.g. Cycle2work scheme, public transport discounted season tickets) etc.) - Promotion and participation in national campaigns (e.g. bike week, walk week, liftshare week) |
| Increasing access to the workplace | <ul style="list-style-type: none"> - Complete before and after staff travel surveys | <ul style="list-style-type: none"> - Complete before and after staff travel surveys | <ul style="list-style-type: none"> - Complete before and after staff travel surveys |
| Policy and culture changes | <ul style="list-style-type: none"> - Committed to encouraging sustainable travel to work and as part of its business activities | <ul style="list-style-type: none"> - Committed to encouraging sustainable travel to work and as part of its business activities | <ul style="list-style-type: none"> - Committed to encouraging sustainable travel to work and as part of its business activities |
| Match funding required public and voluntary sector | <ul style="list-style-type: none"> - No match funding required | <ul style="list-style-type: none"> - No match funding required for electric vehicle charging infrastructure - 5% match funding contribution required for any other measures | <ul style="list-style-type: none"> - No match funding required for electric vehicle charging infrastructure - 10% match funding contribution required for any other measures |
| Match funding required private business | <ul style="list-style-type: none"> - No match funding required | <ul style="list-style-type: none"> - 10% match funding contribution required | <ul style="list-style-type: none"> - 25% match funding contribution required |

6. How to apply

- Please submit Part 1 and 2 of the Application Form along with three quotes for the proposed works electronically to Nottinghamshire County Council via travelchoice@nottsc.gov.uk.

For further advice or guidance, please contact us 0300 500 8080 / travelchoice@nottsc.gov.uk.